

Mission Statement

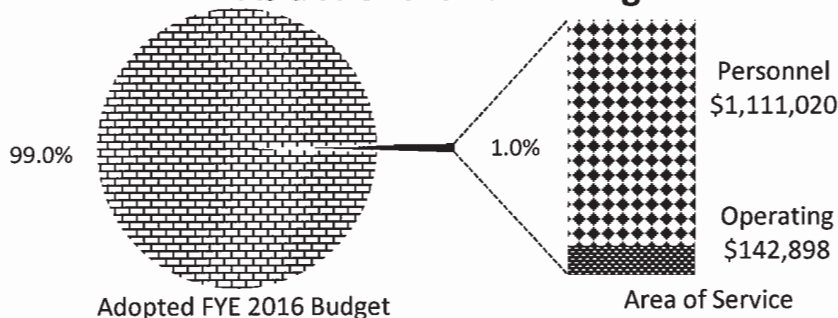
Planning and Development Services (Function 1046)

The Office of Planning and Development Services (OPDS) includes the Town's Planning, Community Development, Inspection Services and Economic Development programs. The mission of the Office of Planning and Development Services is to encourage the sound and orderly use of land, the conservation of natural resources; the economic well-being of the community; and to ensure the safe occupation of buildings, structures, and uses. In furtherance of this mission, OPDS strives to:

- Prepare and implement long-range plans and studies, and special projects, including the Town's Plan of Conservation and Development, the Town's Conservation Plan, Strategic Economic Development and Marketing Plan, among others.
- Provide staff support to the Town's land use and development commissions/agencies as well as representing the Town on other task forces and committees, including involvement in regional and state groups/projects, to ensure that Groton's interests/needs are represented.
- Review and coordinate the review by other departments/agencies of land use and development applications, including inspecting development projects to insure they are built according to approved plans.
- Serve as a clearing house for land use, environmental, and related information including GIS mapping, census and demographic information, planning resources library, land use statistics, street numbers and flood maps. Also, retain records pertaining to subdivisions, site plans, special permits, inland wetland permits, other land use applications, and building permit activity.
- Obtain grants to support the provision of affordable and energy-efficient housing for low and moderate income persons/families and townwide energy efficiency efforts, revitalize deteriorated residential and business areas, direct needed capital improvements in targeted areas, and to purchase open space, perform environmental studies, and make improvements to areas within the coastal zone.
- Be pro-active to make Groton a great place to do business through business retention and outreach/marketing efforts, including identifying uses for existing properties and buildings; assisting with questions regarding the permit process, state programs, or available training; maintaining a land/building inventory; assessing the need for regulatory reform; and advancing the location and business attributes of the Town.
- Review and approve all building plans and documents for proposed construction to assure compliance with applicable codes and standards, and inspect all phases of construction.
- Provide assistance and enforcement in relation to administration of the Town Zoning and Subdivision Regulations, Town Inland Wetlands Regulations, and specific ordinances such as the Property Maintenance Code as necessary.
- Work with the community to build public understanding and support for a balanced and effective planning and development program.

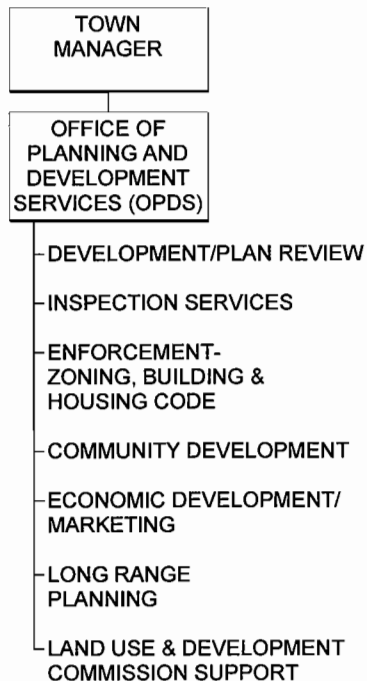
PLANNING & DEVELOPMENT

As a % of the Total Budget



TOWN OF GROTON

AREA OF SERVICE: PLANNING & DEVELOPMENT



FYE 2016

TOWN OF GROTON

FUNCTION SUMMARY

Function: Planning & Development Services 1046

Department: Office of Planning & Dev. Services

FUNCTION DESCRIPTION:

The Office of Planning & Development Services consists of four divisions: Planning, Inspection Services, Economic Development and Community Development. The Planning Division is responsible for encouraging the sound and orderly residential, commercial and industrial growth of the community and makes recommendations concerning zoning, subdivision, and site development, general land use, environmental protection, and municipal growth and development. Inspection Services is charged with enforcement of the State of Connecticut Building Code, enforcement and interpretation of the Town of Groton Zoning Regulations, Rental Housing Code, Property Maintenance Code and Demolition Code. Groton's Economic Development Program is responsible for the continued economic well-being of the community through the retention of existing businesses and the promotion of Groton as a location for new businesses. The Community Development Program secures State and Federal grants that provide benefits primarily to low and moderate income persons and promotes affordable housing through our Housing Rehabilitation Loan Program to bring homes into code compliance.

The Department provides staff and operational support for the Town's 14 Land Use and Development Commissions and a number of other special boards and task forces as required.

GOALS:

- To foster and encourage the attraction and growth of successful business opportunities within Groton by retaining and expanding high quality businesses that offer diverse, attractive employment opportunities and contribute to the quality of life in Groton.
- To preserve the community aesthetics, and high quality of life in Groton.
- To enhance the unique character of the community and maintain the high quality of life in Groton by regularly reviewing and updating plans and respond to changes in the built and natural environment.
- To provide activities and services that benefit low-and moderate-income persons and neighborhoods, monitoring compliance with CDBG regulations and procedures and working with the Neighborhood Revitalization Zone project.
- To improve the built environment and ensure building and occupant safety.

FUNCTION ACTIVITIES:

	Actual FYE 2014	Estimate FYE 2015	Anticipated FYE 2016
<u>Development Review:</u>			
Number of building permit applications reviewed:	534	550	500
<u>Building</u>			
Single-family residential	44	36	20
Commercial	50	55	45
Renovation	366	350	330
<u>Trade</u>	756	770	700
Value of building permits issued	\$26,771,904	\$20,533,850	\$18,890,459
Building Inspections	2,900	3,100	2,850
Historic District Commission COA's	44	40	35
Total number of land use applications reviewed	84	60	75
Value of fees collected	\$13,869	\$10,000	\$12,000
Site inspections related to land use/development	585	500	600
Long Range Projects completed	1	0	0
<u>Enforcement Services</u>			
Violations corrected through: Voluntary compliance	40	30	30
Violations corrected through: Forced compliance	0	0	5
<u>Economic Development</u>			
Number of businesses contacted	133	120	132
<u>Community Development</u>			
Number of contracts administered	3	5	5
Grant dollars awarded (CD Housing Rehab)	\$400,000	\$800,000	\$800,000

**TOWN OF GROTON
FYE 2016 BUDGET
FUNCTION HIGHLIGHTS**

DEPARTMENT: Planning & Development			FUNCTION: Planning & Develop Svcs 1046		
	ACTUAL FYE 2014	APPROVED ADJUSTED FYE 2015	ESTIMATED FYE 2015	RTM APPROVED FYE 2016	% Change FYE 2015 to FYE 2016
TOTAL	\$ 1,067,960	\$ 1,169,226	\$ 1,169,163	\$ 1,253,918	7.2%

HIGHLIGHTS:

- The overall increase in this budget is \$84,692 or 7.2%. Personnel services are up \$51,351. Operating Expenses are up \$33,341.
- The FYE 2016 Work Program includes the finalization and implementation of the Plan of Conservation and Development (POCD), the completion and the implementation of the market analysis and zoning audit, working with a consultant on the LEAN process (to maximize customer value while minimizing waste in our process) and implementing those recommendations to our development review process, and proposed major changes to the zoning regulations;
- It is proposed to reinstate the Assistant Director of Planning and Development position. The main role of this position will be to oversee the Planning Division, assist the Director with administrative duties, manage the Office Assistants in the Department, and to take the lead role in the re-writing of the zoning and subdivision regulations. This position would bring an understanding of innovative zoning practices, would manage the current land use approval process, and work with other division heads and the Director in order to assist in the goal of making the town more business friendly.
- The Department will be reorganizing the Economic and Community Development functions into a new division in the OPDS. The reorganized division of Economic and Community Development will be led by a new position of Economic and Community Development Manager. This division will include the existing Economic Development Specialist, the Planner II for Community Development, and the part-time Office Assistant (OA). This reorganized division will be able to focus and align our goals and business development and retention, needed process improvements, business services, and work with prospective business owners and our current residents to address the workforce housing needs of the town and business community;
- Economic Development operating budget includes \$10,000 for office expenses, \$25,000 for marketing, and \$25,000 to implement the recommendations of the market analysis;
- The Planning division operating budget is seeking \$25,000 to begin implementation of the 2015 Plan of Conservation and Development (POCD);
- The increase in overtime is due to the OA's being paid for their overtime for night meetings instead of taking compensation time;
- The Inspection Services division has continued to effectively work with builders and developers to get their projects completed on time and enforcement of the town's new blight ordinance has been a great success with numerous properties coming into compliance;
- The Mystic Streetscapes phases I and II have been completed with a few minor items requiring attention. The sidewalk, roadway, and lighting improvements will improve the area as a tourism destination for years to come;
- A major focus in FYE 2016 will be to seek additional grant funding for the town. During FYE 2015 the OPDS received two major grants in the amount of \$800,000 and \$200,000 for housing rehabilitation and brownfields assessments.

Final Budget Result:

During budget deliberations, the Town Council increased this account by \$8,232 due to an error in the requested salary amount for a position. The RTM sustained this change.

PERSONNEL CHANGES/HISTORY:

FYE 2015: An Office Assistant III position was increased from 35 hours to 40 hours

FYE 2016: An Inspection Services Tech position was eliminated

Prog/Proj Manager-Planning position was eliminated and the employee transferred to Public Works

An Assistant Director of Planning and Development position was added

An Economic and Community Development Manager was added

FYE 2013 ACTUAL	FYE 2014 ACTUAL	FYE 2015 ADJUSTED	FYE 2015 ESTIMATE	FYE 2016 REQUEST	FYE 2016 ADOPTED
14.00	14.00	14.00	14.00	14.00	14.00

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

APPROPRIATION							

Personnel Services	1,011,456	1,059,669	987,421	1,059,634	1,102,788	1,111,020	1,111,020
Operating Expenses	56,503	109,557	181,742	221,218	142,898	142,898	142,898

Total Appropriation	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

COST CENTERS							

10460 LEADERSHIP/GEN SUPPT	173,776	141,797	130,827	186,420	279,455	279,455	279,455
10461 PLAN REVIEW	167,953	193,474	185,733	208,494	206,994	206,994	206,994
10462 INSPECTION SERVICES	219,302	228,874	213,798	344,418	298,535	298,535	298,535
10463 ENFORCEMENT	65,047	94,266	81,125	57,929	57,929	66,161	66,161
10464 COMMUNITY DEVELOPMEN	44,687	64,442	64,443	83,597	83,597	83,597	83,597
10465 ECON DEV/MARKETING	98,277	128,739	196,642	164,792	221,430	221,430	221,430
10466 LONG RANGE PLANNING	200,311	178,409	166,586	171,261	31,760	31,760	31,760
10468 LAND USE & DEV COM S	98,606	139,225	130,009	63,941	65,986	65,986	65,986

Total Cost Centers	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

FINANCING PLAN							

BLDG AND RELATED PERMITS	285,407	140,922	285,075	210,130	210,130	210,130	210,130
BLDG PERMITS-EDUC FEE	271	110	200	180	180	180	180
STATE LAND USE-PLNG	132	200	150	175	175	175	175
STATE GRANTS	33,865	12,077	0	0	0	0	0
PLANNING APPLICATION FEES	13,869	13,000	10,000	12,000	12,000	12,000	12,000
MAPS/COPIES/DOCUMENTS	1,377	500	750	750	750	750	750
MISC-UNCLASSIFIED	11,000	0	11	0	0	0	0
GENERAL FUND	722,038	1,002,417	872,977	1,057,617	1,022,451	1,030,683	1,030,683

Total Financing Plan	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ACTUAL FYE 2014	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

PERSONNEL SERVICES							

5101 REGULAR FULL TIME	866,263	947,362	893,262	945,387	985,243	992,890	992,890
5104 OVERTIME PAY	9,876	9,978	9,470	11,711	11,961	11,961	11,961
5105 LONGEVITY PAY	3,360	3,572	3,572	3,781	3,781	3,781	3,781
5109 SALARY ADJUSTMENTS	44,764	0	0	0	0	0	0
5110 REGULAR PART TIME	0	23,452	10,945	23,452	23,452	23,452	23,452
5112 SICK INCENTIVE	50	0	0	0	0	0	0
5117 ALLOWANCES	198	0	0	0	0	0	0
5151 SOCIAL SECURITY	69,616	75,305	70,172	75,303	78,351	78,936	78,936
5154 UNEMPLOYMENT COMPENS	17,329	0	0	0	0	0	0

Total Personnel Services	\$1,011,456	\$1,059,669	\$987,421	\$1,059,634	\$1,102,788	\$1,111,020	\$1,111,020

OPERATING EXPENSES							

5201 POSTAGE/PRINT/ADVERT	16,865	22,350	21,450	20,900	20,400	20,400	20,400
5210 PROFESS DEVELOP/TRAI	9,271	18,740	20,285	20,750	18,930	18,930	18,930
5220 UTILITIES/FUEL/MILEA	3,239	3,730	3,670	3,740	3,740	3,740	3,740
5260 REPAIRS & MAINT-FAC/	1,310	1,915	1,915	1,915	1,915	1,915	1,915
5281 OCCUPATIONAL HEALTH	385	1,000	825	1,025	1,025	1,025	1,025
5290 PROFESS/TECHNICAL SE	428	37,250	107,315	150,300	75,300	75,300	75,300
5300 MATERIALS & SUPPLIES	4,498	6,030	6,000	4,730	4,730	4,730	4,730
5315 VEHICLE REPLACEMENT	4,331	4,365	4,365	4,303	4,303	4,303	4,303
5316 VEHICLE MAINT FEE	2,600	2,700	2,700	2,624	2,624	2,624	2,624
5317 VEHICLE FUEL	8,340	8,281	8,281	6,908	6,908	6,908	6,908
5318 COMPUTER REPLMNT FEE	3,652	3,196	3,196	3,023	3,023	3,023	3,023
5400 EQUIP/MACHINRY& FURN	916	0	900	0	0	0	0
5410 COMPUTER EQUIPMENT	668	0	840	1,000	0	0	0

Total Operating Expenses	\$56,503	\$109,557	\$181,742	\$221,218	\$142,898	\$142,898	\$142,898

GRAND TOTAL	\$1,067,959	\$1,169,226	\$1,169,163	\$1,280,852	\$1,245,686	\$1,253,918	\$1,253,918

TOWN OF GROTON
SUMMARY COST CENTER
FYE 2016 ADOPTED BUDGET

2-Jun-2015

AREA OF SERVICE: PLANNING & DEVELOPMENT
DEPARTMENT: PLANNING & DEVELOPMENT
FUNCTION: PLANNING & DEV SERVICES 1046

	ADJUSTED FYE 2015	ESTIMATE FYE 2015	REQUEST FYE 2016	MANAGER FYE 2016	COUNCIL FYE 2016	RTM FYE 2016

FULL TIME EMPLOYEE (FTE) ANALYSIS						

DIR PLANNING & DEV	1.00	1.00	1.00	1.00	1.00	1.00
ASST DIR PLANNING & DEV	0.00	0.00	0.00	1.00	1.00	1.00
ECON & COM DEV MANAGER	0.00	0.00	0.00	1.00	1.00	1.00
MGR INSPECTION SERVICES	1.00	1.00	1.00	1.00	1.00	1.00
PROG/PROJ MGR-PLANNING	1.00	1.00	1.00	0.00	0.00	0.00
PLANNER II -ENVIRONMENTAL	1.00	1.00	1.00	1.00	1.00	1.00
PLANNER II - NEIGHBORHOOD	1.00	1.00	1.00	1.00	1.00	1.00
PLANNER II - LAND	1.00	1.00	1.00	1.00	1.00	1.00
ECONOMIC DEVEL SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTION SERVICES TECH	1.00	1.00	1.00	0.00	0.00	0.00
SENIOR BUILDING INSPECTOR	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR II - CODE	1.00	1.00	1.00	1.00	1.00	1.00
INSPECTOR II	1.00	1.00	1.00	1.00	1.00	1.00
OFFICE ASSISTANT II (35)	2.00	2.00	2.00	2.00	2.00	2.00
OFFICE ASSISTANT III (35)	1.00	1.00	1.00	1.00	1.00	1.00

Total FTE Personnel	14.00	14.00	14.00	14.00	14.00	14.00
FTE SALARIES & WAGES						

DIR PLANNING & DEV	105,714	79,125	105,500	105,500	105,500	105,500
ASST DIR PLANNING & DEV	0	0	0	82,162	82,162	82,162
ECON & COM DEV MANAGER	0	0	0	76,535	76,535	76,535
MGR INSPECTION SERVICES	87,267	87,269	87,656	87,656	87,656	87,656
PROG/PROJ MGR-PLANNING	82,023	82,029	83,141	0	0	0
PLANNER II -ENVIRONMENTAL	74,188	80,121	74,188	74,188	74,188	74,188
PLANNER II - NEIGHBORHOOD	74,188	74,188	74,188	74,188	74,188	74,188
PLANNER II - LAND	74,188	74,188	74,188	74,188	74,188	74,188
ECONOMIC DEVEL SPECIALIST	71,077	71,076	72,140	72,140	72,140	72,140
INSPECTION SERVICES TECH	43,215	21,100	42,622	0	0	0
SENIOR BUILDING INSPECTOR	74,733	74,730	75,016	75,016	75,016	75,016
INSPECTOR II - CODE	60,176	48,868	53,534	53,534	61,181	61,181
INSPECTOR II	60,176	60,176	61,596	61,596	61,596	61,596
OFFICE ASSISTANT II (35)	92,138	92,125	93,164	93,164	93,164	93,164
OFFICE ASSISTANT III (35)	48,281	48,269	48,454	55,376	55,376	55,376

Total FTE Salaries & Wages	\$947,362	\$893,263	\$945,386	\$985,242	\$992,890	\$992,890

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Planning & Development

DEPARTMENT: Office of Planning & Dev. Services
FUNCTION: Planning & Development Services 1046

CC0 – Leadership/General Support

- Leadership - reflects personnel costs for the Director, Division Heads, clerical and technical staff needed for the overall management/administration/support of the department.
- General Support – reflects operating costs associated with overall operation of the department, i.e., postage, office equipment, maintenance and repairs, office materials, etc.

CC1 – Development/Plan Review

- Provides logistical support for the processing of all building and land use applications, referrals, permit tracking, and permit review for the Planning and Inspection Services divisions, and processing of inquiries. This includes coordination of various agency reviews and assisting homeowners, developers and the like with policy and regulatory matters.
- Review development applications and construction plans for compliance with respect to planning, zoning, environmental, building code, fire protection code, and handicapped requirements, and compliance review for approved and completed site plans, subdivisions, inland wetland permits, and stormwater management plans.
- Coordinate plan review with outside agencies and other authorities before issuance of approvals/permits.

CC2 – Inspection Services

- Inspection of all building and site construction to ensure compliance with all applicable local and state codes, i.e., building, property maintenance, rental housing code, historic district regulations, etc.
- Coordinate inspections with other authorities and outside agencies, i.e., health district, fire, CONNDOT, etc.
- Assist homeowners, contractors, developers, architects and engineers with all related code requirements and interpretations during construction.
- Maintenance of construction records, documents and plans.
- Maintain State Building Officials' licenses as required by State Statutes.

CC3 – Enforcement

- Administration of zoning, historic district, rental housing code, blight, property maintenance code and inland wetlands regulations with respect to processing of complaints, investigations, interpretations, corrections of violations and comprehensive management of enforcement database.
- Assist homeowners, developers, businesses and others to understand and comply with local land use regulations and procedures.
- Check for compliance with flood protection regulations and the National Flood Insurance Program.

CC4 – Community Development

- Explore and pursue new funding sources and submit grant applications as appropriate. Carry out activities in compliance with each grant's program regulations. Develop partnerships with non-profits as may be applicable.
- Prepare quarterly reports and other documentation as required by the Department of Economic and Community Development.
- Attend affirmative action, grant implementation and other workshops dealing with issues such as housing rehabilitation; lead-based paint and asbestos abatement; Fair Housing, Residential Anti-Displacement and Relocation; and Section 3, i.e. Community Development Block Grant funds, Home Investment Partnerships.
- Staff Community Development Advisory Committee (CDAC), Neighborhood Revitalization Zone (NRZ) Committee, and Fair Rent Commission.

TOWN OF GROTON
FYE 2016 BUDGET
PROGRAM OBJECTIVES

AREA OF SERVICE: Planning & Development

DEPARTMENT: Office of Planning & Dev. Services
FUNCTION: Planning & Development Services 1046

- Develop specifications and cost estimates for the Housing Rehabilitation Program. Oversee inspections of all work in progress; prepare contract documents, mortgages and notes, lien waivers and monthly reports on the Housing Rehabilitation program.

CC5 – Economic Development/Marketing

- Administer the Town's program for business retention and business outreach, including maintaining an inventory of available buildings and land; administering the Town's development assistance funds; preparing promotional materials and demographic information used to assist in promoting the locational and business attributes of the community; and attending and participating in trade shows.
- Provide staff support to the Economic Development Commission, Committee of Chairpersons, Mystic Cooperative Task Group, and others as necessary. Organize special events, such as business caravans, seminars and public information sessions and undertake special projects as directed.
- Participate in regional and statewide initiatives advancing projects important to Groton, including seCTer (including lead management, loan review, regional marketing and regional economic development studies and initiatives), Thames Maritime Heritage Park, Groton-New London Airport, Marine Science Center at Avery Point, Chamber of Commerce of Eastern Connecticut, Greater Mystic Chamber of Commerce, Mystic Country/CONNECTICUT, and others as appropriate. Participate in efforts and activities that support and enhance community relations with the US Subbase, including Military Community Council Subcommittees, and Navy League.

CC6 – Long Range Planning

- Prepare updates to core planning documents, i.e., Plan of Conservation and Development; Town-wide Conservation Plan.
- Prepare and implement special studies/initiatives of particular functional or geographic significance, i.e., Downtown Plan, Economic Development Strategy Plan, energy efficiency and conservation strategies, special projects.
- Perform other special studies and investigations as warranted, i.e. Coastal Public Access, Mystic Parking Study, Mystic Cooperative Task Group Report, etc.
- Initiate and/or assist others in the updating of the Town's land use regulations and guidelines including zoning, subdivision, inland wetlands, road and drainage standards.

CC8 – Land Use and Development Commission Support

- Provide direct staff support to the community's land use and development agencies. Staff prepares agendas, staff reports, supporting materials, minutes, and meeting follow-up for the Economic Development Commission, Planning Commission, Zoning Commission, Inland Wetlands Agency, Conservation Commission, Historic District Commission, Zoning Board of Appeals, Harbor Management Commission, Building Code Board of Appeals, Housing Code Board of Appeals, Property Maintenance Code BOA, Fair Rent Commission, Community Development Advisory Committee and the recently-formed Neighborhood Revitalization Zone Committee.
- Attend meetings, on an as-needed basis, of the following groups and committees: Airport Advisory Committee, Long Island Sound Regional Council, Subbase Superfund Cleanup Technical Review Committee, Town Council, RTM, Energy Efficiency and Conservation Committee, and other boards and task forces as needed.
- Provides operating funds directly related to commission activities including funds for legal advertising, professional development for commissioners, etc.